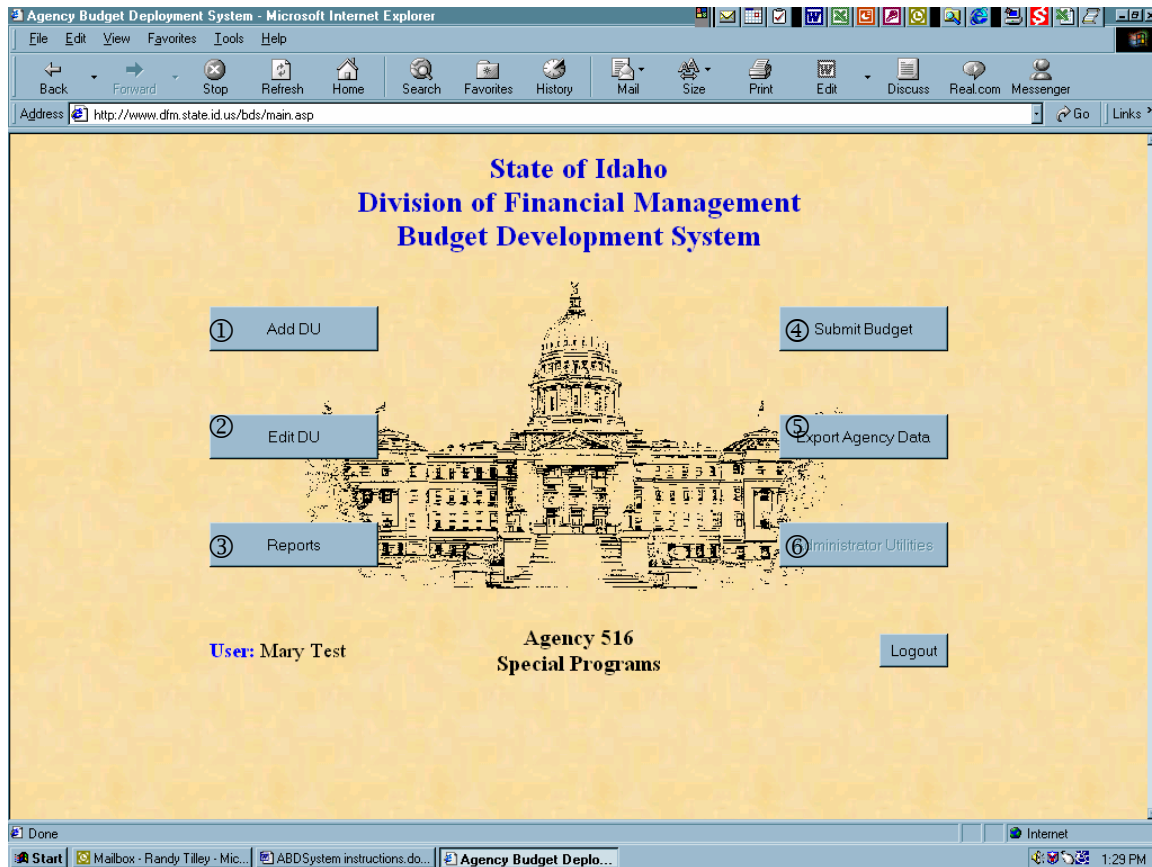# Automated Budget Development
System Requirements and User Instructions

Main Screen:

Upon completion of the login process the **Main Menu** appears.

1. Click the **Add DU** button to move to the add screen and create a budget request.

2. Click the **Edit DU** button if data has been entered that needs to be modified.

3. Click on the **Reports** button if a hard copy of a report is needed.

4. Click on the **Submit Budget** button to submit the completed budget to the Division of Financial Management and the Legislative Services Office.

5. Click the **Export Agency Data** button if you would like to save your budget information into an Excel spreadsheet or some other medium.

6. The **Administration/Utilities** button is not available to agency users.

Add DU screen:

The first step is to select the **History** or **Request** file.

The History file includes information from the previous fiscal year or decision units 1.00 through 3.00. Decision units 1.00 *Total Appropriation* and 3.00 *Original Appropriation* will be preloaded by DFM. The agency system user must enter all other decision units.

The Request file is for all decision units that will affect current year appropriations and next year's budget needs. Select Request to input DUs 4.11 – 12.99 or History to input DUs 1.11-1.99.

Enter the **Agency** number or select from the menu. Then enter or select from the menu the number of the first **Function** for which data is to be entered. The Department of Administration and the Department of Correction are the only agencies that must concern themselves with **Activity**.

In the DU box enter the **DU Number** for the decision unit you wish to create. You may type the number or select from the menu. The menu contains all available decision unit numbers for which data can be entered. If you type in a number and receive the error message "*DU not found on list*" this decision unit has been used and can only be accessed through the Edit Screen.

Once the DU number is entered, a **DU Title** will automatically appear in the title box for all decision units except enhancements. For enhancement decision units, enter a short descriptive title for the item for which funds are requested. Please capitalize the first letter of each word of enhancement titles.

The **Priority** box allows you to enter an agency priority number for enhancement decision units. Priority should be based on the relative importance the decision unit has compared to all other enhancement decision units in the entire agency. The priority numbers will be reflected on the enhancement report.

The **Description** box allows for a complete explanation of the decision unit. This is essential for supplemental, non-standard adjustment, and enhancement decision units although a description can be entered for any decision unit. It is recommended that descriptions be concise and background information be kept to a minimum. In addition, it is highly recommended to limit use on acronyms unless they are commonly understood by the public. *When in doubt spell it out.*

At the bottom of the screen is a **Spell Check** button that allows the user to check the spelling of items entered into the description field. This feature only checks the spelling of words in the description field and not the title field. It does not review the field for grammar, punctuation, or capitalization.

The budget information grid contains the necessary fields to enter detail decision unit information. In the **fund column**, type a six-digit fund and fund detail or select the fund from the pull down list. Funds that do not have fund details will use "00" as the fund detail. For example the General Fund number is 0001 and the fund detail will be 00. The agency will enter 000100 in the fund column. If an invalid fund is typed, the fund field will remain highlighted but will be blank.

The next column designates the **one-time** or ongoing nature of the fund line. The default is ongoing and no further action need be taken if the agency wishes the line to be ongoing. A check mark in the box indicates the item is designated as one-time. The system user must click on the box in the OT column or press the space bar while in that field to select one-time.

A fund may only be entered once for ongoing items and once for one-time items. If a fund is entered a second time on the same decision unit, the one-time indicator will automatically be checked. You will receive a prompt the following prompt:
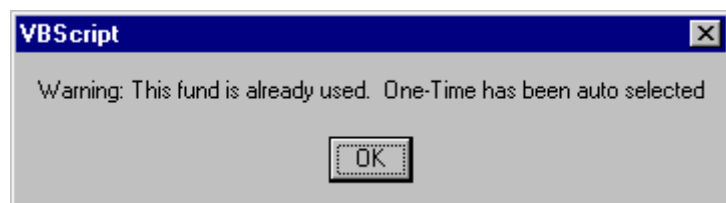
The **FTP** column is provided to enter Full-time Position information. This column should only be used to enter changes in agency FTP numbers or to add FTP as part of an enhancement decision unit. Numbers should be entered to the second decimal place. Whole numbers will automatically have two decimal places filled as zeros.

The **PC** column is for the Personnel Costs object class. Enter numbers rounded to the nearest $100. Enter numbers only without dollar signs or commas. Negative numbers should be entered beginning with a minus sign (-).

The **OE** column is for the Operating Expenditures object class. Enter numbers rounded to the nearest $100. Enter numbers only without dollar signs or commas. Negative numbers should be entered beginning with a minus sign (-).

The **CO** column is for the Capital Outlay object class. Enter numbers rounded to the nearest $100. Enter numbers only without dollar signs or commas. Negative numbers should be entered beginning with a minus sign (-). It is especially important to verify the ongoing or one-time nature of items entered in this object class.

The **TB** column is for the Trustee/Benefit object class. Enter numbers rounded to the nearest $100. Enter numbers only without dollar signs or commas. Negative numbers should be entered beginning with a minus sign (-).

The **LS** column is for the Lump Sum object class. Enter numbers rounded to the nearest $100. Enter numbers only without dollar signs or commas. Negative numbers should be entered beginning with a minus sign (-). Entries into this column will occur in a limited number of decision units for those agencies that have received Lump Sum spending authority from the Legislature. Those decision units are noted in the Budget Development Manual.

Totals in the **Total** column will update automatically as the information is entered. The column totals will update once the cursor is moved from the line. It is important to remember to move off the line in which data has been entered before saving the decision unit.

Once all lines are entered in the grid, **you must click on the Save button to save the decision unit**. If you decide not to save the information, click on the **Cancel** button. Once the data is saved, a new **Add** screen will appear to input the next decision unit.

Program totals may be viewed as you progress by using the **2.00, 5.00, 7.00, 9.00,11.00, 13.00** buttons at the bottom of the page. These numbers refer to decision unit numbers for Current Year Total Appropriation, Current Year Estimate Expenditures, Next Year's Base, Next Year's Maintenance of Current Operations, and Next Year's Total Request. Remember to save the decision unit you are currently working on before checking totals to have that amount included in the program totals.

Once you have completed entering decision units, you may click on the **Main Page** button to return to the **Main Menu**.

Edit Screen:

The Edit Screen in nearly identical to the Add Screen in appearance and functionality. Once the Agency and Function are selected, the screen will be populated with data from the first decision unit that was entered for this function. (See next illustration.)

To modify any aspect of the decision unit click in the area to be changed and update text or change a specific number. If necessary, an entire row of the grid data may be deleted by clicking the box at the front of the row, highlighting the row, and pressing the delete key.

Decision units may also be **renumbered or deleted** entirely by clicking on the X between the decision unit number and the decision unit title. This will provide a selection menu to renumber or delete. If you choose to renumber, another box will appear and prompt you for the decision unit number you wish to change to. If you choose to delete the decision unit, a prompt will appear to ask if you are sure you want to delete the decision unit. You must click yes or no to proceed.

Once changes are made to the decision unit, you must click the **Save** button to ensure the modifications update the database. Make sure you move off the grid line being modified before saving to ensure a proper update.

Another feature in the edit screen are the arrows at the bottom of the screen next to the **Spell Check** button. These arrows allow the user to advance to the **previous or next** decision units without having to select from the DU drop down list. The first button will take you to the first decision unit for the function. The arrow to the left will move to the previous decision unit and the arrow to the right will move to the next decision unit. Finally, the arrow to the far right with the line will advance the system to the last decision unit for this function.

Reports Screen:

The system provides for a variety of reports that will make budget preparation easier.

The three basic reports include the **Detail, Enhancement and B2 Reports**. Each of the reports can be previewed and printed from the system.

The **Detail Report** can substitute for the B8 forms in the hardcopy budget submittal. This report lists all the decision units entered as well as the preloaded Original Appropriation and calculated decision units. This report is generated for each function individually and can be printed by agency or by function.

The **Enhancement Report** lists all decision units above 12.00 for all functions in the agency. Priority numbers assigned during data entry are listed on the report.

The **B2 Report** summarizes all functions, funds, and object classes for the entire agency and creates a form for agency head signature. This report replaces Budget Form B2 from the Budget Development Manual.

In addition to the three reports, links are provided to a valid fund list and agency budget structure. Each of these can be viewed at any time or printed for future reference.

Submit Budget:

The final stage of budget preparation is the submittal process. Once all decision units have been entered, spelling and verbiage checked, numbers verified, and enhancement priorities set it is time to submit the budget.

From the main menu select **Submit Budget**. The screen above appears. The comments box is provided for inclusion of comments to your respective DFM and LSO budget analysts. Once comments are entered, simply click the **Submit** button. This will deliver the completed budget to DFM and LSO electronically.

Until the electronic process is perfected, the agency must continue to submit a hardcopy of the budget request along with all support schedules that are not part of this system. Those include forms B6, B7, B8.1, B11, and B12.

The paper copy of the budget and the electronic submission must meet the deadlines for submittal in the Budget Development Manual. All requests for extension of the deadline must be submitted to both DFM and LSO in writing.

Once the budget is submitted, the agency will not have the ability to change decision units. The agency will still be able to view decision units and print reports from the system. Should you need to revise your budget request, notify your DFM and LSO analysts so that the system may be reset to allow additional data entry.

Export Data:

The automated budget system allows the agency to download the data for use in other applications. The data can be exported as a CSV file.